

DAVAO ORIENTAL STATE UNIVERSITY

A university of excellence, innovation, and inclusion



SUPPLEMENTAL BID BULLETIN

March 4, 2024

Procurement of Security Services for DOrSU Marfori Extension Campus

GOODS2024-02

ABC: P 807, 411.24

ADDENDUM NO. 1

This addendum No. 1 is issued to modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

TECHNICAL SPECIFICATION	ORIGINAL DOCUMENT	AMENDMENT																																													
ANNEX "A" Page 29	ANNEX "B" ORGANIZATIONAL STRUCTURE One (1) Lot-Procurement of Security Services for _____ 2024 to _____ 2024 for Davao Oriental State University, Guang-guang Campus, Barangay Dahican, City of Mati, Davao Oriental.	ANNEX "A" ORGANIZATIONAL STRUCTURE One (1) Lot – Procurement of Security Services for June 01, 2024 to May 30, 2025 for Davao Oriental State University, Marfori Extension Campus, Barangay Don Enrique Lopez, City of Mati, Davao Oriental.																																													
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ANNEX "C"
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ANNEX "D"
OPERATING POLICIES AND PROCEDURES

Based on the approved system of security force manning the whole compound

1. HEADQUARTERS, SECURITY AGENCY
 - a. Act as liaison with DOrSU Management.
 - b. Provide guidance to the Head Guard.
 - c. Extend managerial support when needed.
 - d. Procure supplies and equipment that are needed.
 - e. Provide any assistance to the Security Force to be assigned at DOrSU.
 - f. Monitor the operations of the Security Force in all DOrSU installations by conducting weekly Troop Information and Inspection.
 - g. Assume full responsibility for any loss or damage due to theft, robbery, pilferage, and other acts similar nature within the purview of the scope of security services rendered under the contract which may happen in the premises.
 - h. Replace a new set of guards upon request of the Procuring Entity for justifiable reasons.
 - i. Maintain a satisfactory level of performance throughout the term of the contract based on the prescribed set of performance criteria among others, the following:
 - i. quality serviced delivered
 - ii. time management
 - iii. management and suitability of personnel
 - iv. contract administration and management;
 - v. provision of monthly reports.

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 - i. provision of monthly reports.

Note:
The DOrSU shall conduct a yearly assessment or evaluation on the performance of the

security agency based on the above set of criteria, the details of which are, as follows;

I. PERFORMANCE CRITERIA (as per GPBB Resolution No. 24-2007, Section 5.4 dated September 28, 2007)

1. Quality of Service Delivered (40%)

- a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property 20%
- b. Responsiveness to client's needs and to complaints and/or incident reports. 10%
- c. Availability of firearms, communication devices and/or motor vehicles. 5%
- d. Courtesy and decorum. 5%

2. Management and Suitability of Personnel (25%)

- a. Supervision and accountability 8%
- b. Qualification of assigned guards, training for physical fitness and martial arts. 7%
- c. Physical Appearance (Uniforms and other paraphernalia). 5%
- d. Change and/or replacement of assigned guards. 5%

3. Contract Administration and Management (25%)

- a. Assignment of guards at designated area/s. 10%
- b. Implementation of DOrSU rules and regulations and Compliance to other obligations per contract. 8%
- c. Compliance to labor laws and social insurance regulations. 7%


4. Time Management (5%)

- a. Tasks which are important and urgent. 3%
- b. Tasks which are either important or urgent, but not both. 1%
- c. Tasks which are neither important nor urgent, but routine. 1%

5. Provision of Regular Progress Report (5%)

- a. Exception/Incident Report 2%
- b. Monthly Deployment Report 2%
- c. other reports that may be required by the DOrSU. 1%

For guidance and information of all concerned.


DR. CHERYLL L. BAUTISTA
BAC Chairperson